

GREENVILLE COUNTY BUSINESS QUICK FACTS

County of Greenville website: www.greenvillecounty.org

All forms can be found by placing your cursor on Popular Services on the home page, then selecting Forms and Applications

COUNTY REQUIREMENTS

- **ALL BUSINESSES** operating in unincorporated Greenville County are required to register with the County. No fee is required but you must register. Information is available online or at the following address:

Greenville County Real Property Services
301 University Ridge, Suite 1000
Greenville, SC 29601
864-467-7300 (Option 1)

- **DOES YOUR BUSINESS SELL PREPARED MEALS AND BEVERAGES?** If so, you must register with the Finance office and collect and remit a 2% hospitality tax to Greenville County. Information is available online or at the following address:

Direct questions to:
Greenville County Financial Operations
301 University Ridge, Suite 200
Greenville, SC 29601
864-467-7567

Remit forms and payments to:
Greenville County Treasurer
301 University Ridge, Suite 600
Greenville, SC 29601

- **DON'T FORGET TO REGISTER YOUR BUSINESS ALARM.** Information is available online or at the following address:

Greenville County False Alarm Reduction Unit
4 McGee Street
Greenville, SC 29601
864-467-5224

- **HOTELS** must pay a 3% accommodations tax. Information is available online or at the following address:

Greenville County Treasurer
301 University Ridge, Suite 600
Greenville, SC 29601
864-467-7210

- **MAKE SURE YOUR BUSINESS HAS THE PROPER COUNTY PERMITS AND MEETS ZONING REQUIREMENTS.** The applications and fees vary per type of business; therefore, check the County's web site or with:

Codes Enforcement
301 University Ridge, Suite 4100
Greenville, SC 29601

Some common applications and fees include:

Home Occupation Application - \$30.00 fee

Sign Application - Fee based on sign valuation. Off-premise advertising signs are NOT ALLOWED. Please check the sign ordinance requirements on the website.

Commercial Building Application -Schedule of Building Permit Fees

Total Valuation	Fee
\$1,000 and less	No fee, unless inspection required, which case a \$15 fee for each inspection shall be charged.
\$1,000 to \$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.

*Actual Greenville County fees are sixty percent (60%) of the fees listed above. Commercial Plan review fee shall be equal to one-half of the Building permit fee and is in addition to the building permit fee.

Here are some important phone numbers:

Building Safety	864-467-7060
Code Enforcement	864-467-7090
Zoning Enforcement	864-467-7425
Sign Permits	864-467-7356
Commercial Plan Review	864-467-7267
Floodplain Administration	864-467-7523

- **ARE YOU DOING BUSINESS WITHIN CITY LIMITS?** You need to contact the City to make sure you are licensed to do business.

SOME STATE AND FEDERAL REQUIREMENTS

- **DO YOU HAVE EMPLOYEES**, including officers of a corporation but not the sole proprietor or partners? If so, you must make periodic payments of, and/or file quarterly reports of payroll taxes and other mandatory deductions. Any business employing a person must register with the IRS, acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with IRS to obtain number and required tax forms.

Contact these governmental agencies for information:

Federal Withholding

U.S. Internal Revenue Service
800-829-1040
<http://www.irs.gov>

Internal Revenue Service
440 Roper Mountain Road
Greenville, SC 29615
864-286-7095

YOU MUST ALSO REGISTER AS A WITHHOLDING AGENT FOR STATE INCOME TAX. Contact these South Carolina Department of Revenue offices for more information:

Columbia (Main Office)
301 Gervais Street
Columbia, SC 29201
803-898-5000

Greenville
211 Century Drive, Suite 210-B
Greenville, SC 29607
864-241-1200

- **IF YOU HIRE EMPLOYEES**, you may be required to provide unemployment or workers' compensation insurance. For more information, contact one of the following:

South Carolina Employment Security Commission
1550 Gadsden Street
Columbia, SC 29201
803-737-3070
ui@sces.org
www.sces.org/ui

South Carolina Workers Compensation Commission
1612 Marion Street
Columbia, SC 29201
803-737-5700
www.wcc.state.sc.us

- IF YOUR BUSINESS IS A CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY OR LIMITED LIABILITY PARTNERSHIP, you need to register with the Secretary of State at the following location:

Secretary of State
P.O. Box 11350
Columbia, SC 29211
803-734-2158

- CONTACT the South Carolina Department of Revenue for information on obtaining the following:

Retail License
Purchaser's Certificate of Registration
Solid Waste Tax
Business Personal Property Tax
State Income Tax Withholding
Admissions Tax License
Alcoholic Beverage License
Bingo License
Tobacco Manufacturers', Distributors' and Wholesalers' Licenses
Coin-Operated Device License
International Fuel Tax Agreement Permit
Gasoline Dealers, Special Fuel Suppliers and Seller Users Licenses
Soft Drinks License

WE WOULD ADVISE YOU TO CONTACT THE APPROPRIATE GOVERNMENT AGENCY FOR A COMPLETE LIST OF REQUIREMENTS TO OPERATE A BUSINESS.